

The City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Building and Zoning staff during business hours at **City Hall, 30 Church St., Room 121B,** or reach them at **585-428-6526.**



**Julio Vázquez Sr**  
Commissioner of  
Community Development

**City of Rochester**  
Department of Community Development  
**Bureau of Buildings and Zoning**  
City Hall, Room 121B  
30 Church Street  
Rochester, New York 14614



**Robert J. Duffy, Mayor**  
City of Rochester, NY



**City of Rochester, New York**

Dept. of Community Development  
Bureau of Buildings and Zoning

## Obtaining a **Fire Damage Repair** Permit

How to  
**Make the  
Process Go  
Smoothly.**

## 1 Apply for a Permit:

- Provide the name, address and phone number of the property owner, the permit applicant and, if applicable, the contractor and/or plan preparer.
- Provide a project description including location and extent of damage.
- If the contractor is a homeowner or individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Rochester as the certificate holder, is required.

You can obtain these forms at the Permit Office.

## 2 Follow Through with Application Requirements:

- Ensure that all required inspections, which are determined at the time of permit issuance, depending on the extent of the damage, are performed.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.

## 3 Supply Additional Submissions:

- Clear photos showing the extent of the damage.
- When no structural damage has occurred, a damage assessment report (i.e. claims adjustment report) is required.
- If structural damage has occurred, drawings signed and sealed by a design professional licensed in the State of New York are required.

## 4 Pay the Required Fees:

The fee for your permit is based on the contractor's written cost estimate including labor and materials, whether purchased, owned or donated.

| Cost Estimate     | Permit Fee |
|-------------------|------------|
| \$0 – 2,000       | \$50.00    |
| \$2,001 – 4,000   | \$70.00    |
| \$4,001 – 6,000   | \$90.00    |
| \$6,001 – 8,000   | \$110.00   |
| \$8,001 – 10,000  | \$130.00   |
| \$10,001 – 12,000 | \$150.00   |
| \$12,001 – 14,000 | \$170.00   |
| \$14,001 – 16,000 | \$190.00   |
| \$16,001 – 18,000 | \$210.00   |
| \$18,001 – 20,000 | \$230.00   |

If cost estimate is greater than \$20,000, please call **428-6526** for permit fee and other possible requirements.

## Helpful Information:

- All structural members with greater than 1/4" charring must be replaced.
- All other minor damage must be scaled or scraped and sealed to prevent odor.
- Fire damage in excess of 60% of the cost of replacement of the structure may require special zoning approval. Call **428-7043** for more information.
- Electrical and/or plumbing work will require separate permits.
- If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness may be required from the Preservation Board. Call **428-7043** for more information.
- Call **428-6561** with any questions regarding construction details during the planning stages.
- The City's TTY number is **428-7600**.
- Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall.

## Department of Community Development Bureau of Buildings and Zoning

City of Rochester Permit Office  
City Hall, 30 Church St., Room 121B  
Rochester, New York 14614

9:00 am – 4:45 pm

**Questions? Call 311**

**[www.cityofrochester.gov](http://www.cityofrochester.gov)**